

+ HOW TO OBTAIN A RECEIPTED COPY OF AN RR-556

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|TO:| Motor Vehicle Dealers
 For several years we have provided you with receipted copies of paid RR-556 sales tax returns when you are unable to complete the paperwork necessary to obtain a vehicle registration or title for your customer before the tax is due. This happens because you must file an RR-556 and pay the sales tax within 30 days of the date of delivery of the vehicle.

2. Attach a separate check for the amount of each RR-556 you submit.
3. Submit a photocopy of each RR-556 you want receipted.
4. Submit a postage-paid envelope addressed with either your address or the address of the purchaser who needs each receipt.
5. Mail this information to us within 30 days of delivery of the vehicle.

- Chicago
 100 W. Randolph Street
 Concourse Level
 (Department of Revenue)
- 5401 N. Elston Avenue
 (Secretary of State)
- 5301 W. Lexington Avenue
 (Secretary of State)
- 9901 S. Martin Luther King Dr.
 (Secretary of State)
- Springfield
 101 W. Jefferson Street
 Lobby
 (Department of Revenue)

We will be able to provide this service to you and your customer ONLY if you follow the procedure detailed below.

How Do I Get a Receipted Copy of an RR-556?

Use this address:
 Illinois Department of Revenue
 R.O.T. Pre-Edit Unit
 P.O. Box 19042
 Springfield, Illinois
 62794-9042

Questions?
 If you have any questions or need additional information you may call or write us at the address and phone number listed at the bottom of this page.

You must do the following:

Where May I Obtain a Receipt in Person?

1. Attach to the upper left hand corner of each original RR-556 a note, on your business stationery, explaining why you want us to issue a special receipt.

If you are near Chicago or Springfield, you may visit one of the following offices to obtain a receipt.

FOR INFORMATION CALL: 1 800 732-8866 or 1 217 782-3336
 WRITE: Illinois Department of Revenue

101 W. Jefferson St., P.O. Box 19044
Springfield, IL 62794-9044
